

HASSLE-FREE, DEPENDENT CARE REIMBURSEMENTS WITH HEALTHEQUITY

Using your HealthEquity[®] dependent care reimbursement account (DCRA) to get reimbursed for ongoing—even future—dependent care claims is easy and hassle-free.

Being a parent or caregiver is hard enough—running kids back and forth to daycare, getting off work to go to a doctor's appointment, finding time for yourself. But now, there's one part of parenting and/or care giving that just got easier—getting reimbursed for daycare and dependent care expenses from your HealthEquity[®] DCRA.



Submit Once.

Get Automatically Reimbursed Again and Again.

Never submit weekly or monthly reimbursement requests again. Just schedule future requests all at once and get your reimbursements automatically. No hassle, no recurring effort.

Visit your member portal to schedule hassle-free, automatic dependent-care reimbursements today.

If you have any questions or need assistance, simply contact the HealthEquity Member Services team at 866.346.5800. Live specialists are available 24/7/365.



Schedule Hassle-Free, Automatic Dependent-Care Reimbursements Today

First, if you haven't already, set up electronic funds transfer (EFT).
You can choose to receive a check, but EFT is faster.

1. Log in to your member portal.
2. Go to "My Profile."
3. Select "Add/Edit" under "External Accounts" under "Account Information."
4. On the "Accounts Setup for Electronic Funds Transfer" screen, select "Add New."
5. Enter your account information, using the sample image as a guide.
 - ▶ Select, "This account will be used for reimbursements only."
6. Select "Authorize."

Know Which Expenses Qualify and Which Don't

See www.healthequity.com/ResourceCenter/LearnAboutFSAs/QualifiedDCFSAExpenses or *IRS Publication 503—Child and Dependent Care Expenses*. Note that kindergarten and school tuitions are not qualified DCRA expenses.

You're now ready to schedule your future dependent-care reimbursements.

1. Select "Reimbursements/Payments" under "My Money."
2. On the "Choose Account" screen, select the appropriate "DCRA" account and select "Enter claim record and send payment" buttons.
3. Select "Next."
4. On the "Payment Type" screen, select "Reimburse Me."
5. Select "Next."
6. On the "Expense Details" screen, select "New" and complete the "Record keeping information" section.
 - ▶ **Note:** The end date can't be later than your next scheduled payment. If needs be, simply make the end date the same as your start date.
7. Select "Next."
8. On the "Payment Detail" screen, select "Scheduled Payments" and choose the number of payments you want to schedule within the remainder of your plan year.
 - ▶ Reimbursements are made on a monthly basis, so choose 12 if it's January and your plan year starts in January. Choose six if it's June and your plan year starts in January, etc.
9. You'll see an entry field appear for the number of payments you selected. Enter the date you want each reimbursement check sent to you.
 - ▶ **Note:** Reimbursements will only be sent on the scheduled date if there are funds available in your account. If on the scheduled date, no funds are available, your reimbursement will be sent as soon as your employer deposits funds in your account.
10. Select "Reimbursement Type (check or EFT)."
11. Select "Next."
12. Complete and submit a Dependent Care Reimbursement Account Reimbursement Form found under Forms and Docs on your member portal.
 - ▶ Include your most current unreimbursed pay period through the end of the plan year (i.e. "begin date 5/4/2011, end date 12/31/2011").
 - ▶ Have your care provider sign and date the form.
 - ▶ Sign and date the form yourself.
 - ▶ Upload your completed form or fax it to HealthEquity.
 - **To Upload:** scan the completed form, save it to your computer, and attach it to the claim.
 - Under "My Money," "Reimbursement Account Detail," select "DCRA" from the reimbursement account dropdown.
 - Select "Pending Claims."
 - Select applicable claim ID number.
 - Select "Add Documentation."
 - Select "Browse" and "Upload Image."
 - **To Fax:** send completed form to 801.999.7829 and write the applicable claim ID number on the form.